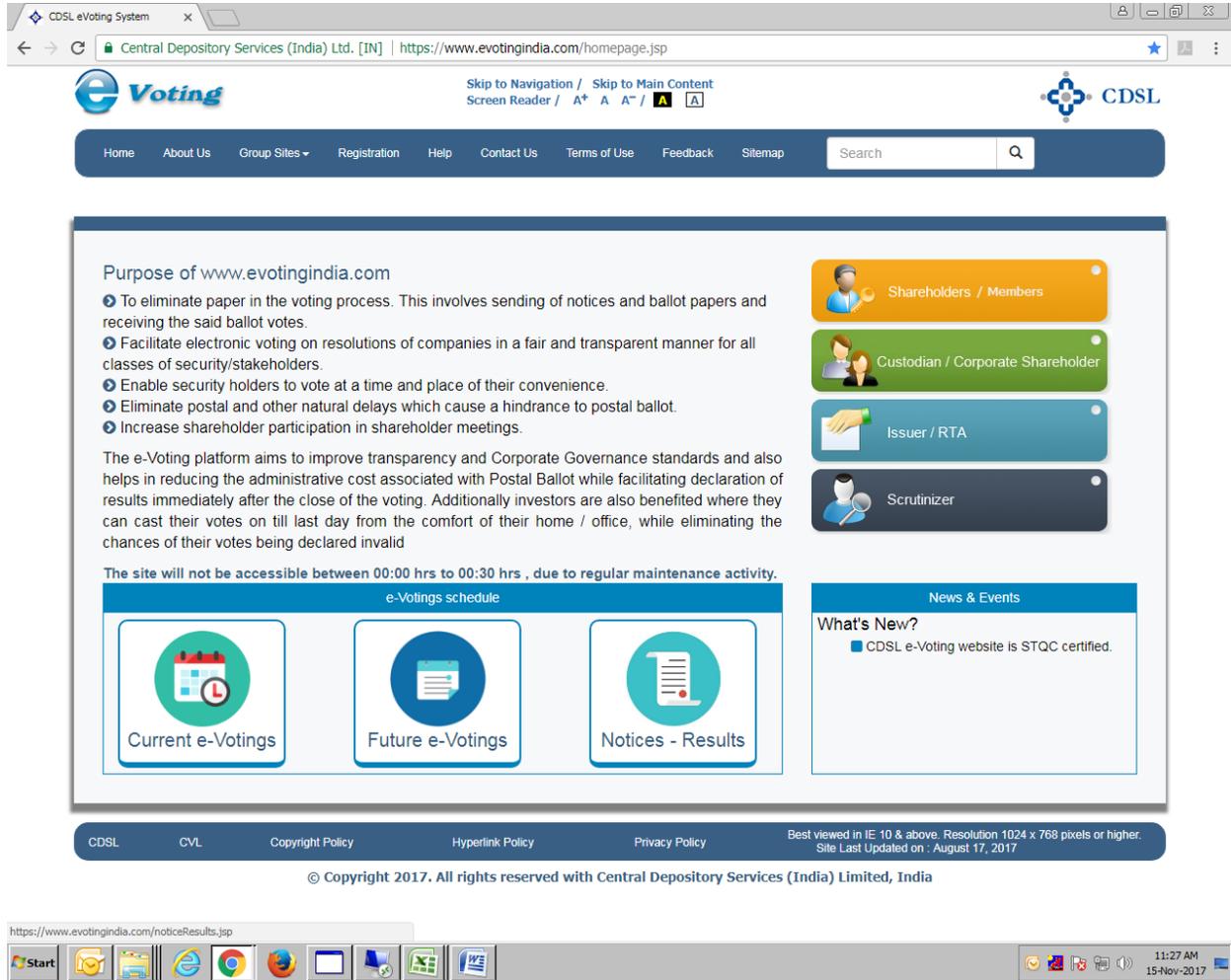


User Manual on e-Voting system



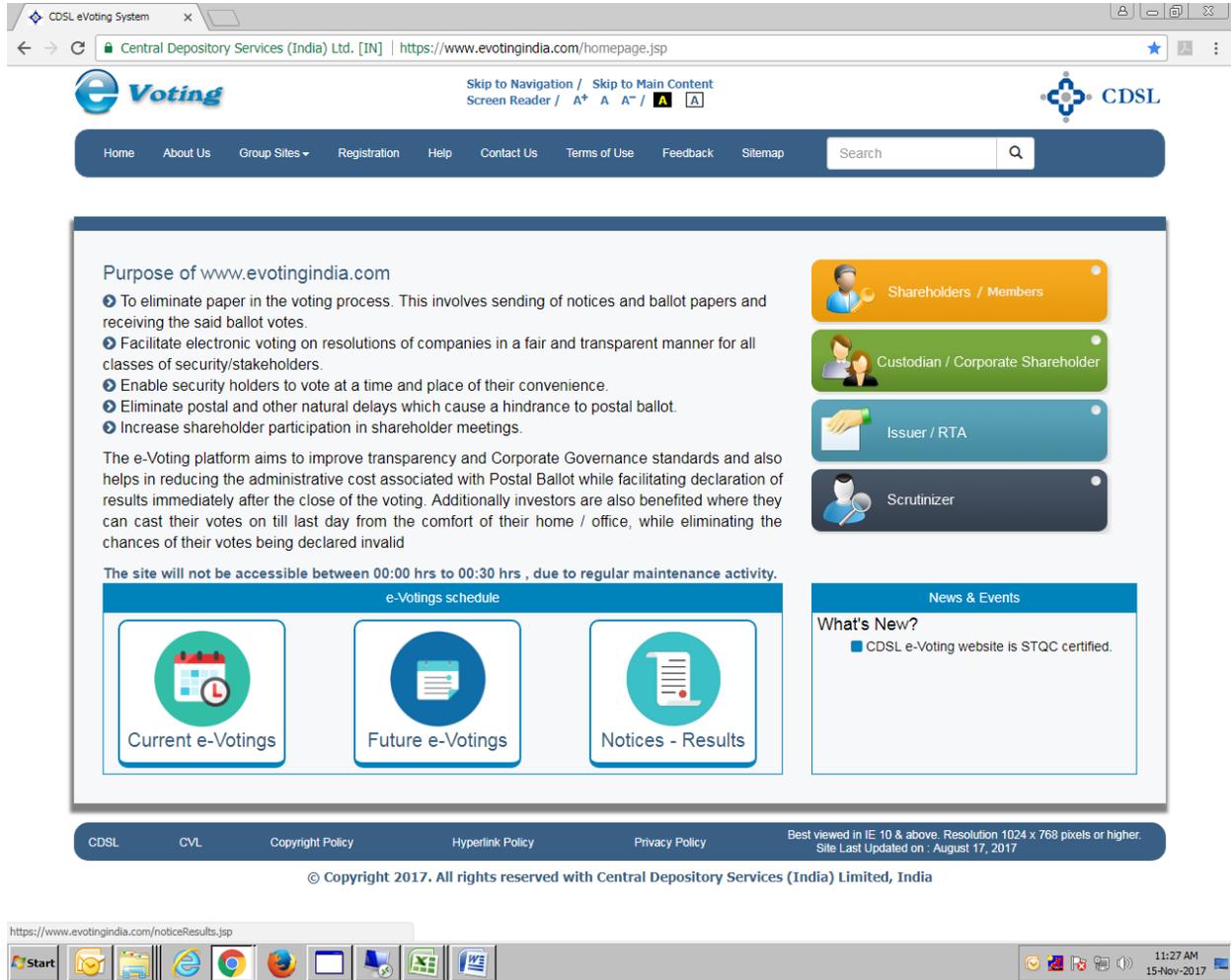
for Issuer Companies

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1. Registration on e-Voting website

Type the following address in the address bar www.evotingindia.com and click Enter.



e-Voting User Manual for Issuer Companies

Click on Registration the following screen would be displayed.

The screenshot shows a web browser window with the URL <https://www.evotingindia.com/registerEntity.jsp>. The page title is "Register Entity". Below the navigation bar, there is a heading "Register Entity" and a sub-heading "Please enter following details for Entity Registration." The form includes a "Type of Registration" section with radio buttons for "Issuer Company", "RTA", "Scrutinizer", "Custodian", and "Corporate Shareholders". The "Details of the Entity / Company" section contains fields for Name of the Entity, PAN, Reg. No / CIN, and Registered Office Address (with sub-fields for Line 1, Line 2, Line 3, City/Town, Pin code, State, and Country). There is a checkbox for "Is correspondence address the same as the Registered Office address". The "Correspondence Address" section has similar sub-fields. The "Details of Company Secretary / Contact Person" section includes fields for Name, Email id, Alternate Email id, and Telephone No. The Windows taskbar at the bottom shows the Start button, taskbar icons, and system tray with the date 15-Nov-2017 and time 11:28 AM.

Welcome to EVSN x

Central Depository Services (India) Ltd. [IN] | <https://www.evotingindia.com/registerEntity.jsp>

e Voting **CDSL**

Home About Us Group Sites Registration Help Contact Us Terms of Use

A+ A- Skip to main content

Register Entity

Please enter following details for Entity Registration.

Type of Registration * Issuer Company RTA Scrutinizer Custodian Corporate Shareholders

Details of the Entity / Company

Name of the Entity			
PAN			
Reg. No / CIN			
Registered Office Address	Line 1		
	Line 2		
	Line 3		
	City/Town		
	Pin code		
	State		
	Country		
Is correspondence address the same as the Registered Office address	<input type="checkbox"/>		
Correspondence Address	Line 1		
	Line 2		
	Line 3		
	City/Town		
	Pin code		
	State		
	Country		

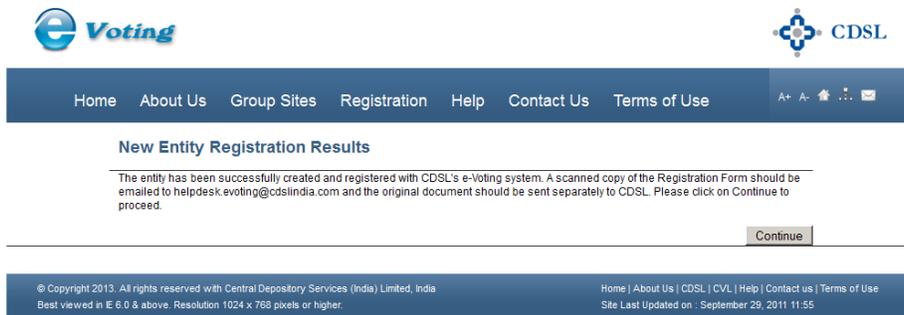
Details of Company Secretary / Contact Person

Name			
Email id			
Alternate Email id			
Telephone No			

Start [Taskbar Icons] 11:28 AM 15-Nov-2017

e-Voting User Manual for Issuer Companies

Put a tick in the box named Issuer Company and select the name of your company from the drop-down provided. In case your name does not exist click on New Entry and fill in all the details. Click on Submit. The following screen would be displayed.



Click on Continue and print the page which is displayed. The following screen would be displayed.

<p>clauses enclosed in the agreement executed and provide my /our consent by attesting the same. We agree to automatic updation of the details provided at the time of registration with those in the Central Depository Accounting System if available. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it.</p>				
<p>For TEST CORPORATE SHAREHOLDER</p>				
<p>Designated / Whole Time Director(s) / Company Secretary to sign here</p>	<p>Seal / Stamp of the Entity</p>			
<p>Place:</p>	<p>Date:</p>	<p>DD</p>	<p>Month</p>	<p>Year</p>
<p>For Office Use Only</p>				
<p>Date of Receipt</p>	<p>Date: DD Month Year</p>			
<p>Verified By</p>	<p>DD Month Year</p>			
<p>Remarks (if any)</p>				
<p>Accepted</p>	<p>Rejected</p>	<p>Archival Details</p>		

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 Best viewed in IE 6.0 & above. Resolution 1024 x 768 pixels or higher.
 Site Last Updated on : July 17, 2012 12:39:00

[- Larger Font](#) | [- Smaller Font](#)

e-Voting User Manual for Issuer Companies

Go towards the bottom of the page and click on Print or View as PDF. Print the document and affix the sign and stamp on the form. The scanned image of the document should then be emailed to helpdesk.evoting@cdslindia.com. The physical copy may be mailed separately at the address mentioned on the form.

2. Login to e-Voting

Type the following address in the address bar www.evotingindia.com and click Enter.

CDSL eVoting System

Central Depository Services (India) Ltd. [IN] | <https://www.evotingindia.com/homepage.jsp>

eVoting Skip to Navigation / Skip to Main Content
Screen Reader / A+ A A- / [A] [A]

Home About Us Group Sites Registration Help Contact Us Terms of Use Feedback Sitemap Search

Purpose of www.evotingindia.com

- To eliminate paper in the voting process. This involves sending of notices and ballot papers and receiving the said ballot votes.
- Facilitate electronic voting on resolutions of companies in a fair and transparent manner for all classes of security/stakeholders.
- Enable security holders to vote at a time and place of their convenience.
- Eliminate postal and other natural delays which cause a hindrance to postal ballot.
- Increase shareholder participation in shareholder meetings.

The e-Voting platform aims to improve transparency and Corporate Governance standards and also helps in reducing the administrative cost associated with Postal Ballot while facilitating declaration of results immediately after the close of the voting. Additionally investors are also benefited where they can cast their votes on till last day from the comfort of their home / office, while eliminating the chances of their votes being declared invalid

The site will not be accessible between 00:00 hrs to 00:30 hrs , due to regular maintenance activity.

e-Votings schedule

- Current e-Votings
- Future e-Votings
- Notices - Results

News & Events

What's New?
■ CDSL e-Voting website is STQC certified.

CDSL CVL Copyright Policy Hyperlink Policy Privacy Policy Best viewed in IE 10 & above. Resolution 1024 x 768 pixels or higher. Site Last Updated on - August 17, 2017

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Start [Taskbar icons] 11:30 AM 15-Nov-2017

e-Voting User Manual for Issuer Companies

Click on Issuer / RTA. The following screen would be displayed.

The screenshot shows a web browser window titled "CDSL eVoting System" with the URL "evotingindia.co.in/evotehome.jsp". The page features the "eVoting" logo and the "CDSL" logo. A navigation menu includes "Home", "About Us", "Group Sites", "Registration", "Help", "Contact Us", and "Terms of Use". The main content area is titled "Issuer Company / RTA" and contains a login form with the following fields and elements:

- Please enter following details to login.**
- User ID *** (text input field)
- Entity Id*** (text input field)
- Enter the Characters Displayed*** (text input field)
- A CAPTCHA image showing the characters "777567".
- A [Refresh](#) link.
- Click to use Virtual Keyboard
- Login** button

At the bottom, there is a footer with copyright information: "© Copyright 2013. All rights reserved with Central Depository Services (India) Limited, India. Best viewed in IE 6.0 & above. Resolution 1024 x 768 pixels or higher." and navigation links: "Home | About Us | CDSL | CVL | Help | Contact us | Terms of Use. Site Last Updated on : September 29, 2011 11:55".

Now enter the User id, Entity id as received in the email and enter the Characters Displayed. Click on Login. After clicking on Login for the first time the pop-up shown below would be displayed.



Click on OK. The user would be taken to the password entry screen as shown below.

e-Voting User Manual for Issuer Companies

The screenshot shows a web browser window with the URL evotingindia.co.in/evotehome.jsp. The page features the 'eVoting' logo on the left and the 'CDSL' logo on the right. A navigation menu includes links for Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. The main content area is titled 'Change Password' and contains a form with the following fields and instructions:

Please enter following details to login.

User ID

New Password

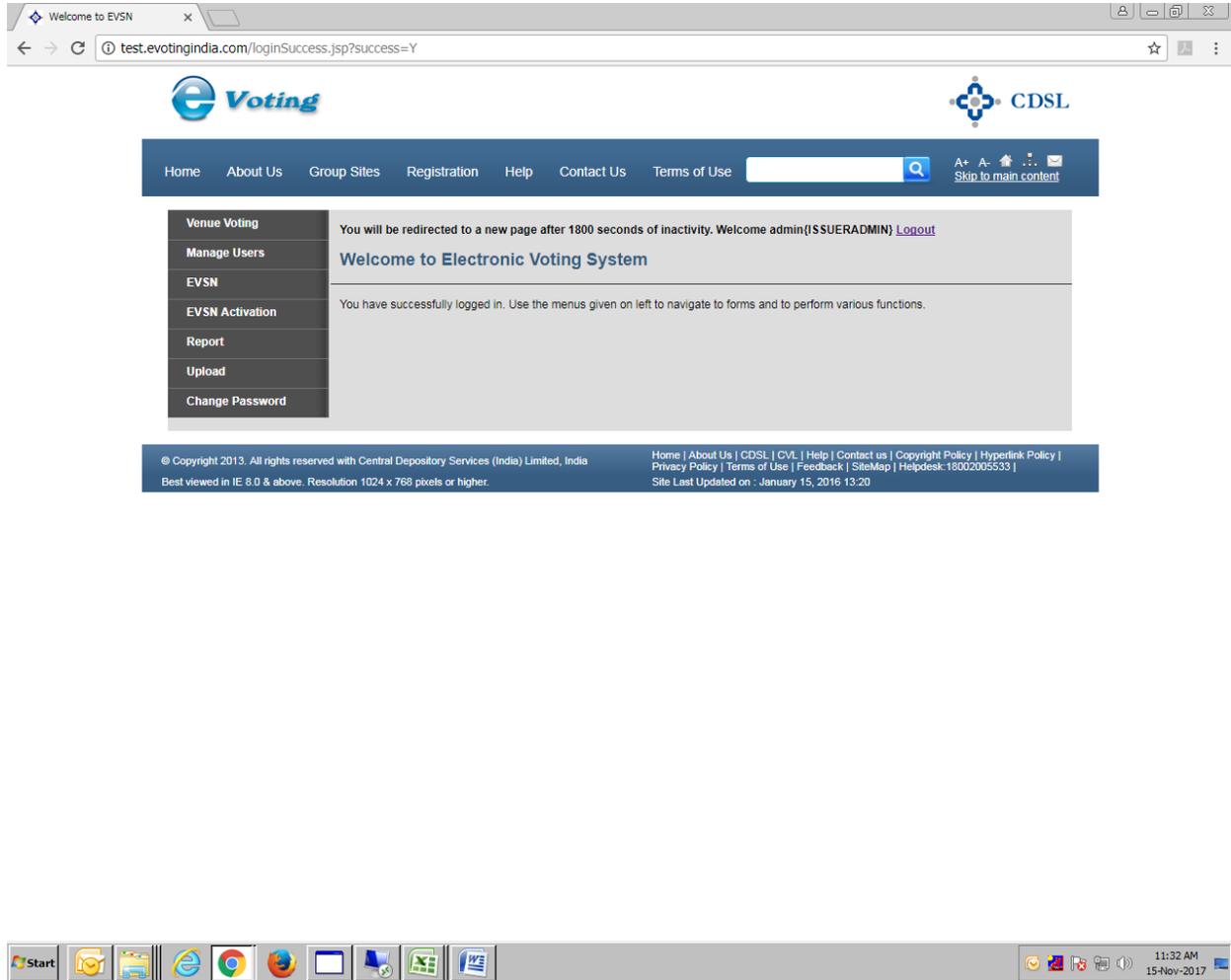
Confirm Password

At the bottom of the page, there is a footer with copyright information: © Copyright 2013. All rights reserved with Central Depository Services (India) Limited, India. Best viewed in IE 6.0 & above. Resolution 1024 x 768 pixels or higher. On the right side of the footer, there are links for Home, About Us, CDSL, CVL, Help, Contact us, and Terms of Use, along with the text 'Site Last Updated on - September 29, 2011 11:55'.

The user has to enter a password of their choice in the New Password and Confirm the Password field. Please note the new password has to be minimum eight characters consisting of one alphabet, one numeric value and a special character. After you change the password the system will re-direct you to login again with the new password. Please record and memorise the password as the same would have to be used for all future logins.

3. Menus for Issuer Admins

After the user has logged in the following screen would be displayed.

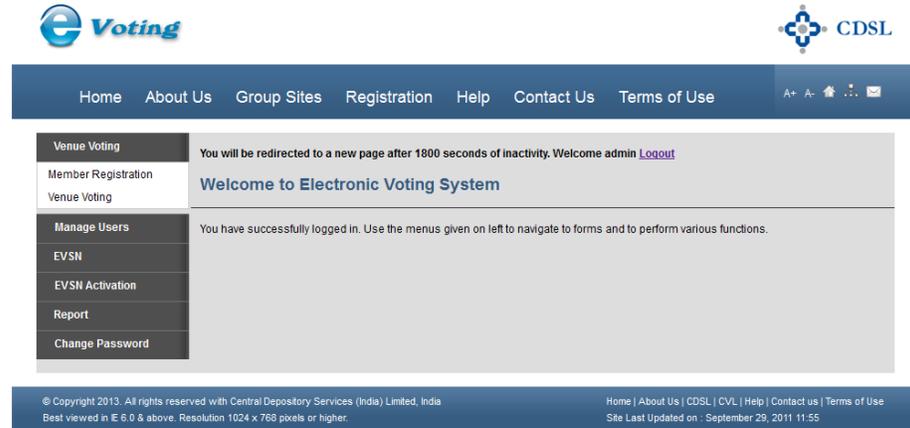


- (i) **Venue Voting:** In this menu the Entity Admin can carry out the following functions
- a. Member Registration
 - b. Venue Voting

This menu is applicable only if the Company opts for Venue Voting on www.evotingindia.com

e-Voting User Manual for Issuer Companies

This facility is provided in order to enable users record votes of the shareholders at the venue of the AGM. The shareholders would not be able to vote through their regular login for the EVSN. The user is required to record the votes by first registering the shareholders present at the venue and then the votes have to be cast by the user on behalf of the shareholders. Click on Venue Voting the following screen would be displayed.



(a) **Member Registration:**

Users should note that the shareholders can be registered anytime after the close of the remote voting period till the Scrutinizer Finalises the Voting. **Users should note that only shareholders who have not voted through remote voting can be registered and the registration can be done only once.**

The user would have to click on the menu Member Registration. The following screen would be displayed.

e-Voting User Manual for Issuer Companies

The screenshot shows the e-Voting system interface. At the top, there is a navigation bar with links: Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. The CDSL logo is visible in the top right corner. The main content area is titled "Venue Member Registration" and includes a sidebar with options: Venue Voting, Member Registration, Manage Users, EVSN, EVSN Activation, Report, and Change Password. The main form area contains a message: "You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)". Below this, there is a section titled "Select an EVSN for Venue Voting." with a dropdown menu labeled "Select EVSN *" and a "Submit" button. The footer contains copyright information for 2013 and the site last updated date: September 29, 2011 11:55.

Select the EVSN from the dropdown and click on Submit. The following screen would be displayed.

The screenshot shows the e-Voting system interface. At the top, there is a navigation bar with links: Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. The CDSL logo is visible in the top right corner. The main content area is titled "Member Registration" and includes a sidebar with options: Venue Voting, Member Registration, Manage Users, EVSN, Allocate Functional Users, Entry, Upload, Check File Status, and Change Password. The main form area contains a message: "You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)". Below this, there is a section titled "Member Registration" with fields for "EVSN *" (containing "150810001"), "Member ID *" (containing "150810001"), and "Activation Type *" (containing "Member"). There is a "Submit" button. The footer contains copyright information for 2013 and the site last updated date: September 29, 2011 11:55.

Enter the Member id (16 character demat account number or folio number) and select the activation type. The Activation type details are as given below:

Member: The user should select this option if the shareholder themselves are visiting the venue and intending to vote.

e-Voting User Manual for Issuer Companies

Custodian: The user should select this option if the shareholder is linked to a Custodian which intends to vote at the venue on behalf of the shareholder. The user should enter the Custodian Entity id and the user id of the custodian user authorised to vote on behalf of the shareholder.

Click on Submit. The following screen would be displayed.

The screenshot displays the 'Member Activation' page. At the top, there is a navigation bar with links: Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. The main content area is titled 'Member Activation' and shows the following details:

Company	COMPANY - E-VOTING DEMO (Venue)
EVSN	150810001
Voting Period	From 20150811 11:00 Hours to 20150811 23:59 Hours
Member ID	999900060278748 ; ROM RAJA
Securities held	233000
Password	<input type="text"/> <input type="radio"/> System Defined <input checked="" type="radio"/> User Defined

Below the password field, a red error message reads: "Password should be Alphanumeric of 6 - 10 Characters and not contain any Special Characters". At the bottom of the form, there are 'Submit' and 'Back' buttons.

The user has the option to either enter a password of their choice by clicking on User Defined or generate a password from the system under System Defined. The User Defined password should not be less than six (6) and more than ten (10) characters in length and also not contain any special characters. This password has to be communicated to the shareholder visiting the venue.

Enter the password as desired and click on Submit. The following pop-up would be displayed.

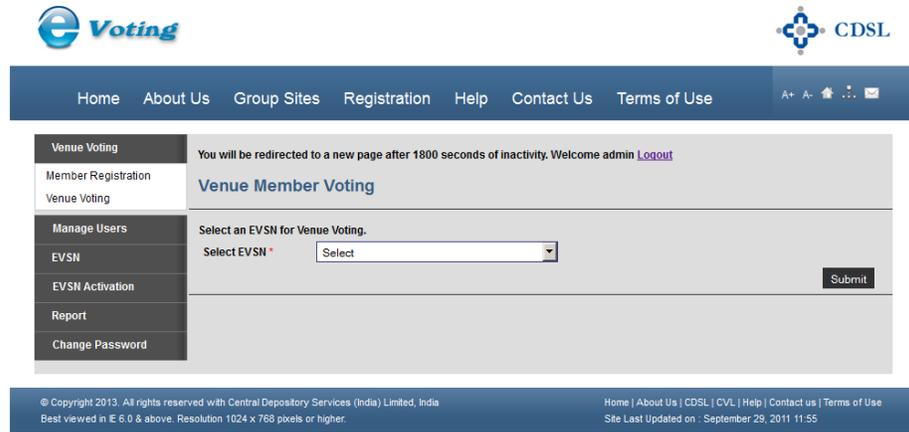


Click on OK. The password would have to be informed to the shareholder. The password assigned to the shareholder can be retrieved through the same option after the password has been assigned.

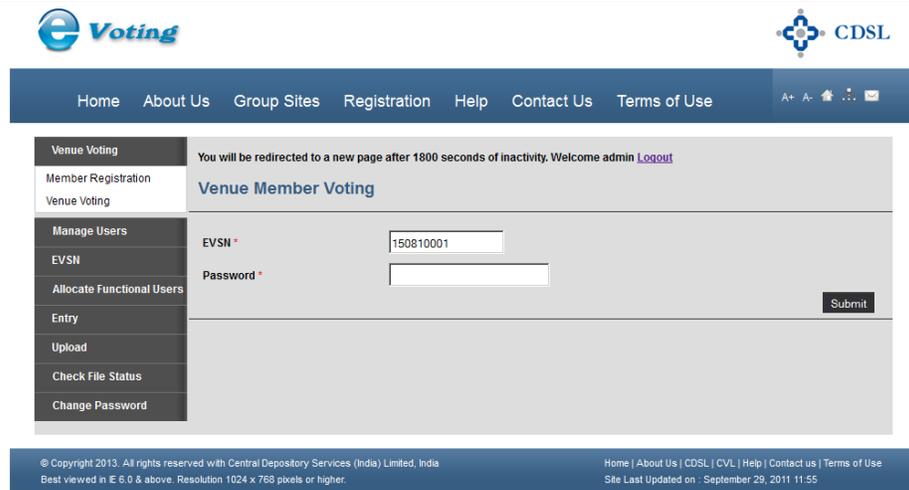
(b) Venue Voting:

Shareholders can vote only after they have been registered and the Meeting Start Time recorded in the e-Voting system has passed. Shareholders who have not been registered would not be permitted to vote. Click on Venue Voting. The following screen would be displayed.

e-Voting User Manual for Issuer Companies



Select the EVSN and click on Submit. The screen shown below would be displayed.



Enter the password provided and click on Submit. The following screen will be displayed.

e-Voting User Manual for Issuer Companies

Investor Voting Screen

Please cast your Vote here.
 Votes will be considered only if Yes or No (or Abstain, if available) options are used for each resolution.
 The total number of securities mentioned is as on the record date decided by the company.
 If you do not wish to vote now, click on **Submit** without selecting any option.
 You can vote for any one of the resolutions and the remaining resolutions, anytime before the end of the voting period.
 Please check your votes carefully before you click on **Submit**.
 Once you click on **Submit**, your vote for all the resolutions you have selected will be recorded and cannot be changed.
 Leaving a resolution selection blank implies that, you have not voted for that resolution.
 In order to view the Resolution File, click the link for **Resolution File** below.

[Click here to print](#)

Company	COMPANY - E-VOTING DEMO	Resolution file
EVSN	150810001	
ISIN	IN4374387538	
ISIN Name	TEST COMPANY LIMITED	
Voting Period	From 11-08-2015 11:00 Hours to 11-08-2015 23:59:59 Hours	
User ID	9999900060278748 : ROM RAJA	
Total number of securities held in your demat account / folio	233000	

Reso. No.	Resolution Description	Choice / (Select All Yes <input type="checkbox"/> / Select All No <input type="checkbox"/>)	Reset / Reset All
1	Special Resolution under Section 81 (1 A) of the Companies Act, 1956, giving Consent to the Board of Directors to issue Equity Shares, ADRs, GDRs, FCCBs or any other Securities as detailed under item NO.1 of the Postal Ballot Notice dated June 11,2015.	<input type="radio"/> IWe assent to the Resolution (For / Yes / Favour) <input type="radio"/> IWe dissent to the Resolution (Against / No)	Reset
2	Special Resolution under Section 81 (1 A) of the Companies Act, 1956, giving Consent to the Board of Directors to create, offer, issue and allot up to 20,00,000 Share Warrants on a preferential basis to detailed under Item NO.2 of the Postal Ballot Notice dated June 11,2015.	<input type="radio"/> IWe assent to the Resolution (For / Yes / Favour) <input type="radio"/> IWe dissent to the Resolution (Against / No)	Reset

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Best viewed in Firefox & above. Resolution:1024 x 768 pixels or higher. Site Last Updated on: September 29, 2011 11:55

The voting as desired by the shareholder has to be recorded as per the regular options available. The shareholder can login and vote any number of times till the finalisation of the voting by the Scrutinizer or completion of voting on all resolutions, whichever is earlier. Click on Submit. The user would be taken back to the password entry screen for the EVSN.

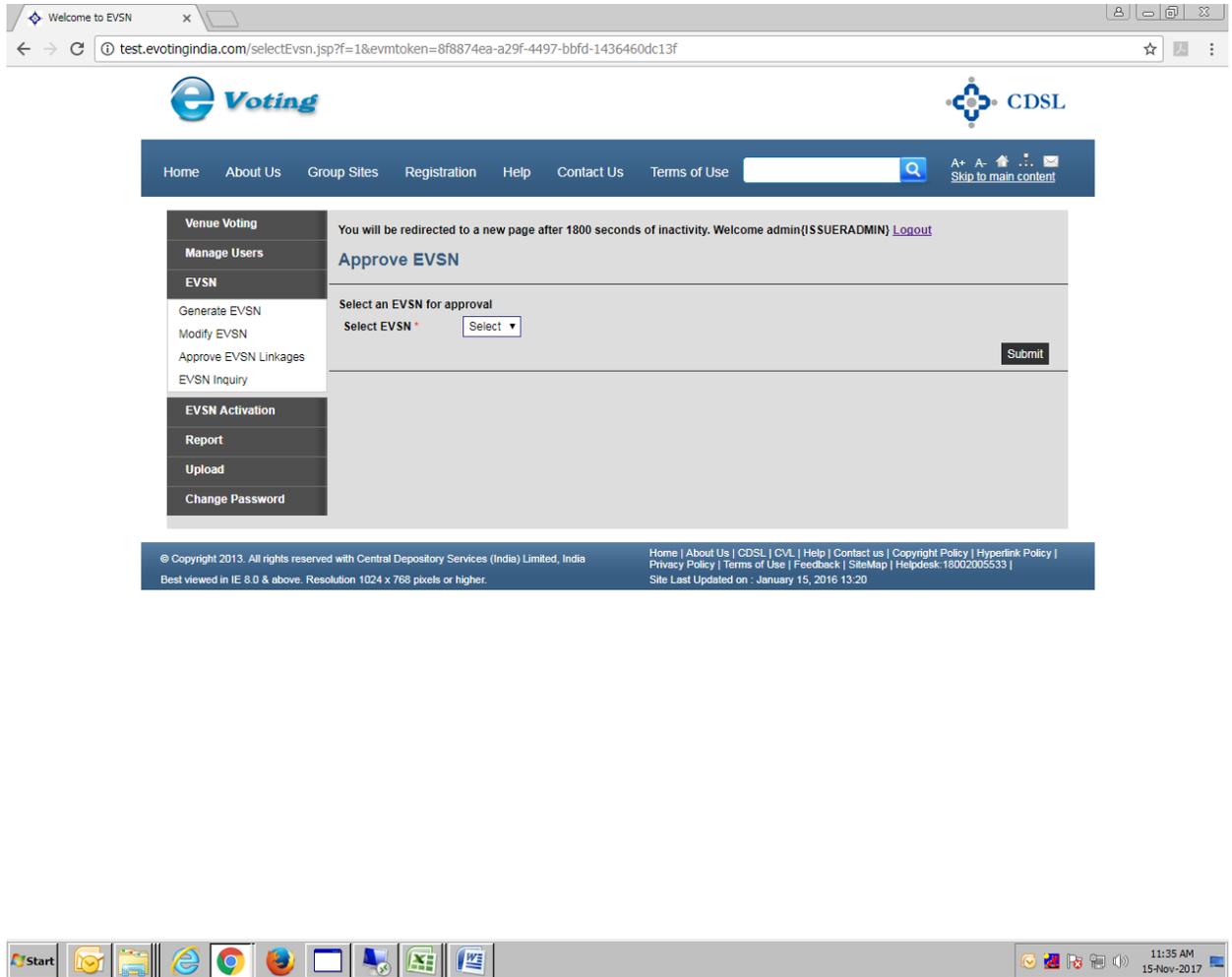
e-Voting User Manual for Issuer Companies

- (ii) **Manage Users:** In this menu the Entity Admin can carry out the following functions
- Create new users
 - Edit Details of Users already created,
 - Reset Password of Users created in case their password has to be reset
 - Invalidate users created by them.

Click on Manage Users. The following screen would be displayed.

The screenshot shows a web browser window displaying the 'Manage Users' page of the e-Voting system. The browser address bar shows the URL: `test.evotingindia.com/listUsers.jsp?evmtoken=8f8874ea-a29f-4497-bbfd-1436460dc13f`. The page features the 'e-Voting' logo on the left and the 'CDSL' logo on the right. A navigation menu includes links for Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. A search bar and a 'Skip to main content' link are also present. The main content area is titled 'Manage Users' and includes a warning: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin({ISSUERADMIN}) Logout'. Below this, there are input fields for 'Entity Id' (containing '230') and 'User ID', and a checkbox for 'User Type' labeled 'EVSN Creator'. A 'Submit' button is located to the right of these fields. A row of action buttons includes 'Create New', 'Edit Details', 'Reset Password', 'Invalidate', and 'Refresh'. At the bottom, a table header is visible with columns for 'User Type', 'User ID', 'Name', and 'Select'. The footer contains copyright information for 2013, a resolution note, and a list of links including Home, About Us, CDSL, CVL, Help, Contact us, Copyright Policy, Hyperlink Policy, Privacy Policy, Terms of Use, Feedback, SiteMap, and Helpdesk:18002005533. The site last updated on January 15, 2016 13:20. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time: 11:35 AM, 15-Nov-2017.

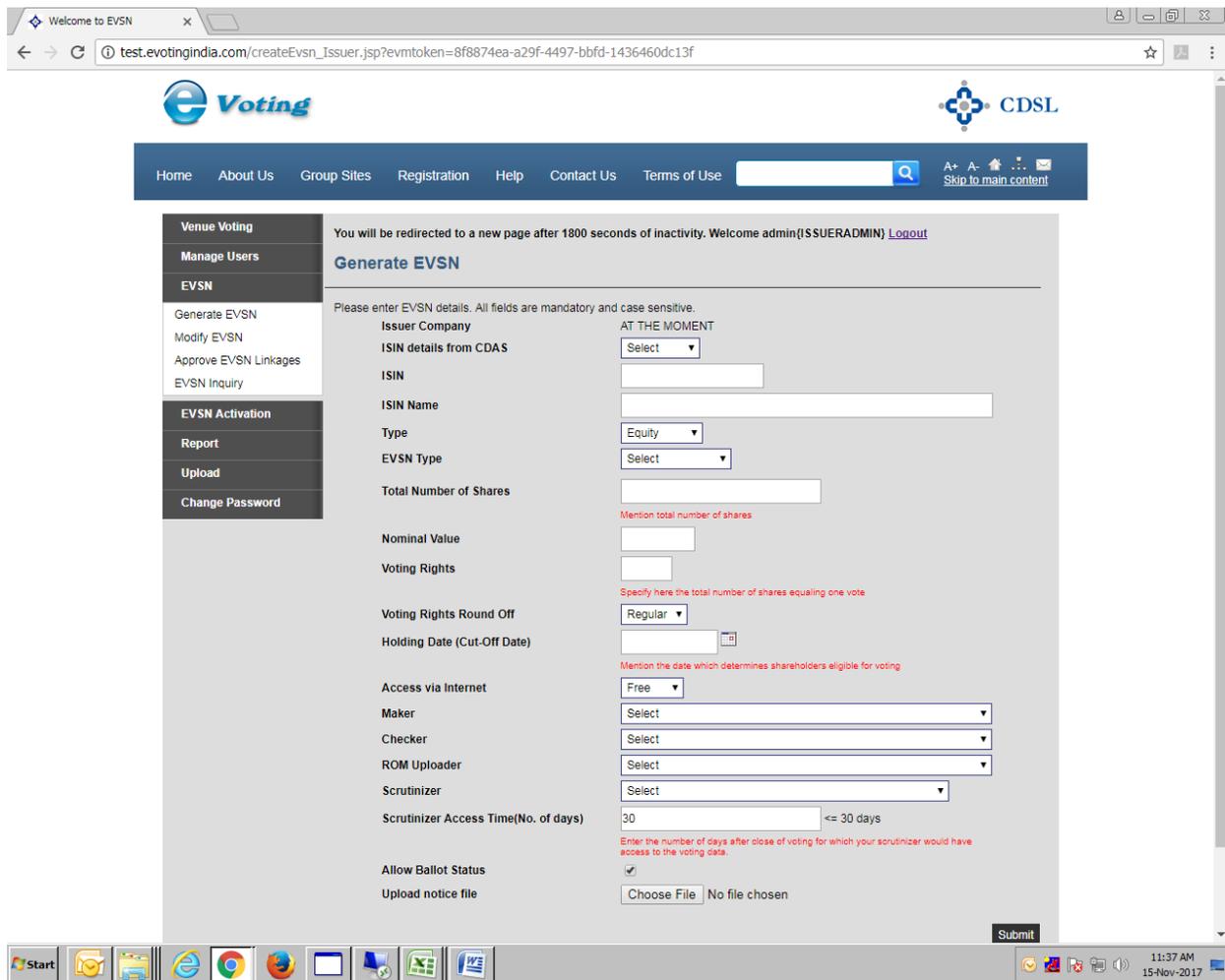
(iii) **Approve EVSN Linkages:** If the Electronic Voting Sequence Number (EVSN) is generated by an **EVSN Creator** user only it has to be approved from the Issuer Company Admin login. **Approval of EVSN Linkages has to be done for every EVSN if it is generated by the EVSN Creator only. If the Company Admin Generates the EVSN no Approval is required.** Click on Approve EVSN the following Screen would be displayed.



e-Voting User Manual for Issuer Companies

(iv) **EVSN**

- (a) **Generate EVSN:** Click on the Generate EVSN to setup e-Voting & generate EVSN, the following screen would be displayed:



All the details pertaining to the EVSN should be entered.

ISIN: The ISIN is the International Security Identification Number given by the depository, for the security under which e-Voting is to be conducted. The Issuer Company should select the

respective ISIN from the list available. If the ISIN is not available in the dropdown then the user should select New Entry and enter all the details including the ISIN number.

ISIN Name: The ISIN description as defined in depository system will be auto-populated.

Type: The Security from the dropdown viz, Equity, Debenture or Preference will be auto-populated based on the ISIN selected from the drop down list. Alternately the user would have to enter the ISIN name.

EVSN Type: The type of EVSN viz, Postal Ballot, General Meeting or Election should be selected for the EVSN. **Companies should inform CDSL on helpdesk.evoting@cdslindia.com atleast seven days prior to doing any activities on a General Meeting EVSN if voting is desired at the AGM Venue.**

Total Number of Shares: The total number of shares which have been issued by the company will be pre-populated based on the ISIN selected by the user from the dropdown list. Alternately the user would have to enter the number of shares.

Nominal Value: The face value of the securities will be pre-populated based on the ISIN selected by the user from the dropdown list. Alternately the user would have to enter the nominal value.

Voting rights: This is number of votes to be counted for each security held (e.g. enter 1 if 1 security is eligible for 1 vote).

Voting Rights Round Off: Currently this option should be set as **Regular**.

Holding Date (Cut-off Date): This is the benpos date as on which the list of shareholders are taken for upload in the e-Voting system.

Access via Internet: Currently this option should be set to **Free**.

Maker: Select the RTA Maker entity name which will create the EVSN.

Checker: Select the RTA Checker entity name which will check the EVSN.

ROM Uploader: Select the ROM Uploader entity name which will upload the relevant files for the EVSN.

Scrutinizer: The Scrutinizer appointed for the voting is to be selected from the dropdown menu.

Scrutinizer Access Time(No. of days): The number of days the Scrutinizer will have access to the voting details including the voting report download after the voting period has closed.

Allow Ballot Status: This is the summary of the shareholders voted in the e-Voting system on a real-time basis.

Upload notice file: Notice file (pdf) should be uploaded in this menu. This is Optional.

After entering all the details click on Submit to generate the EVSN.

- (b) **Modify EVSN:** The user can modify the EVSN details which they have generated till the RTA starts their activity on the same EVSN.

- (c) **EVSN Inquiry:** The EVSN Inquiry enables the user to view all the details of the EVSN and the current status of the activities done on the EVSN. Click on EVSN Inquiry and select the relevant EVSN from the dropdown menu. The following screen would be shown.

e-Voting User Manual for Issuer Companies

Welcome to EVSN

test.evotingindia.com/evsnDetails.jsp?evmtoken=8f8874ea-a29f-4497-bbfd-1436460dc13f

Voting CDSL

Home About Us Group Sites Registration Help Contact Us Terms of Use

EVSN Inquiry

You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin[18USERADMIN] [Logout](#)

EVSN: 170923001--AT THE MOMENT

Details

EVSN Reference Number: 170923001
 Issuer Company: AT THE MOMENT
 EVSN Type: Election Voting
 Setup Date: 23/08/2017 11:37
 EVSN Number: 1
 ISIN: 123456780121
 ISIN Description: AT THE MOMENT
 ISIN Type: Equity
 Allow Absent Option: No
 Access Via Internet: Free
 IP Address Allowed: No
 Holding Date: 22/08/2017
 Voting Start Date: 30/08/2017 10:00:00 AM
 Voting End Date: 31/08/2017 12:00:00 PM
 Meeting Date:
 Scrutinizer Access Time (No. of days): 30
 Total Shareholding: 100000
 Total Shares as per ROM Upload(s): 0
 Total number of Records as per ROM Upload(s): 0
 Number of Resolutions: 2
 Maximum Voting Allowed: 1
 Nominal Value: 10
 Voting Rights: 1
 Sub-Status Values: Yes
 Real-time reporting: Yes
 Real-time query: No
 Web-link access to investor: No
 Website address:
 Resolution File: [Annhtiv.pdf](#)
 Notice File: [Annhtiv - copy.pdf](#)
 Logo File:

Resolution Details

Resolution No.	Resolution Description	View Photo/Details
1	Headline	
2	asdiada	

Linkages

Issuer Company(Admin)	admin
Creator	admin
Approver	admin
RTA Maker(Admin)	MOMENT - RTA(admin)
RTA Maker(User)	MOMENT - RTA(admin)
RTA Checker(Admin)	MOMENT - RTA(admin)
RTA Checker(User)	MOMENT - RTA(admin)
ROM Uploader(Admin)	MOMENT - RTA(admin)
ROM Uploader(User)	MOMENT - RTA(admin)
Scrutinizer(Admin)	MOMENT - SCRUTINIZER(admin)
Scrutinizer(User)	MOMENT - SCRUTINIZER(admin)

Status

Created: Yes
 Date of Creation: 23/08/2017 11:37
 Linkage Approved: Yes
 Date of Approval: 23/08/2017 11:37
 Functional Allocation: None
 Made: Yes
 Created date: 23/08/2017 11:40
 Rejected: No
 Reason for rejection:

Windows Taskbar: Start, 11:42 AM, 15-Nov-2017

e-Voting User Manual for Issuer Companies

- (v) **EVSN Activation:** After the RTA Maker has created the EVSN, the RTA Checker has checked the EVSN and the ROM has been uploaded the EVSN can be activated. Click on EVSN Activation.

The user has to select the EVSN from the dropdown menu and Click on Activate and View to Activate the EVSN.

The following screen would be displayed.

EVSN Activation Confirmation

The EVSN with the following details has been activated in the CDSL e-Voting System.

Sr. No.	Heading	Value Entered in e-Voting		
1	EVSN	150429001		
2	Name of the Company	COMPANY - E-VOTING DEMO		
3	ISIN	INE390438908		
4	ISIN Name	COMPANY - E-VOTING DEMO		
5	Nominal Value (Face Value)	10		
6	Voting Rights (No. of shares equaling to a vote)	1		
7	Name of Resolution File Uploaded (.pdf)	150429001_Notice.pdf		
8	Name of Logo File Uploaded (if any) [.bmp, .gif]			
9	Voting Start Date	05-May-2015	Time	11:00 Hrs. (11:00 AM)
10	Voting End Date	07-May-2015	Time	17:00 Hrs. (05:00 PM)
11	No. of Resolutions	1		
12	No. of records uploaded (RoM)	122		
13	Total shares uploaded in ROM	494827183428		

This is a system generated letter and hence does not require any signature.

[Print](#) [Back](#)

The details of the EVSN would be displayed and an email containing the same would be sent to the email address of the Admin of the Issuer Company. If the user intends to view the activation letter then they have the option to select the EVSN and the option to View and Print would be displayed.

Users should also note that after any modification on the details to the EVSN post activation the EVSN has to be once again re-activated.

(vi) Report

All reports will be visible only after the close of voting and the Scrutinizer has clicked on Finalise Voting. Once the Scrutinizer has clicked on Finalise Voting no uploads or entries to the EVSN can be made.

(a) Report – Disapprove Voting: This report contains the list of shareholders whose votes have been excluded by the RTA or Scrutinizer after the voting has been done on the resolution. After clicking on this menu select the EVSN and click on Submit. The user would be able to download the report containing the same.

(b) Report – Final Voting Setup: This report will contain voting done by all users in the system for a particular EVSN. After clicking on this menu select the EVSN and select the Report Format (Excel or Text) click on Submit. The user would be able to download the report containing the same.

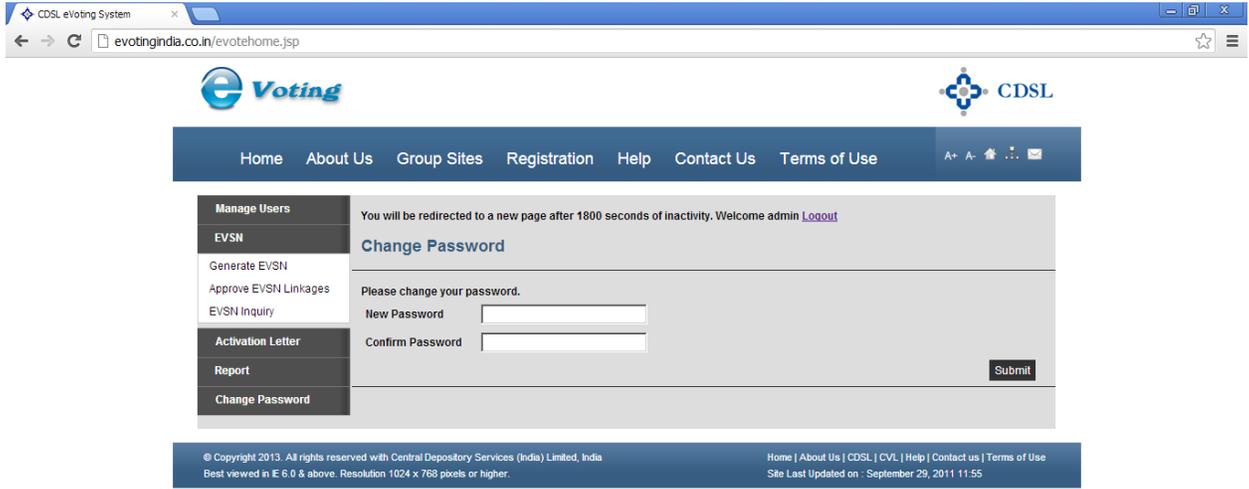
(c) Report – Final Voting Download: The Report will is setup and downloaded can be viewed in this menu.

(vii) Upload: The user can upload the Notice and Result through this menu.

(a) Notice - Upload: The user has an option to upload the Notice (Single pdf file) from this menu also.

(b) Result - Upload: The user has an option to upload the result after the voting is completed (Single pdf file) from this menu.

(viii) **Change Password:** The user can change their password through this menu. Click on Change Password the following screen would be displayed.



Enter the desired password in the New Password and the Confirm Password fields. The password requirements would have to be as specified earlier under the Login Section. The user would have to re-login after changing the password.
